

TO: School Clerk and Business Officials

FROM: Dan Gaughan
Accounting/Fiscal Manager

DATE: March 7, 2006

SUBJECT: Reporting Contributions and Member Full Time Equivalence

The purpose of this memo is to provide updated information relative to reporting monthly contributions and full-time equivalence (FTE) which determines a Teachers' Retirement System (TRS) members' service credit. Employment eligible to be qualified under the TRS will be credited with service in the proportion that the actual time worked compares to full-time service, based on a fiscal year beginning July 1st and ending June 30th.

With the updated capabilities of the new TRS-Online: Wage and Contribution Reporting System, we can now allow you, as the employer, the opportunity to submit multiple lines of entry for a TRS member with multiple duties and/or rates of pay. For example, if you have a TRS member who is employed on a part-time basis and also performs additional duties on an hourly basis, that individual may be reported using two line entries. The first line entry will reflect the percentage of the part-time employment assigned in the 'Service (FTE)' field (e.g. .50). The second line entry will reflect the total hours worked by populating the 'Monthly Hours' field.

When your monthly report is posted, the TRS-Online: Wage and Contribution Reporting System will assign the FTE for the Part-Time employment and the Hourly employment, and add those two factors together to determine the correct service credit for each month. Utilizing this reporting procedure, we hope to provide more accurate service credit information to our members employed on a part-time or hourly basis.

Reporting Media

Turn Around Billing Report or Disk

If a TRS member has multiple duties and/or rates of pay, please enter the additional information on the billing report.

TRS-Online: Wage and Contribution Reporting System

If a TRS member has multiple duties and/or rates of pay, move to the next available blank line and input the Social Security Number. The On-Line system will populate the employee's personal information allowing you to enter the 'Actual Wages', 'Service (FTE)' or 'Monthly Hours' and the corresponding 'Member Status'.

If you need assistance with this reporting procedure, please call the TRS office and speak with Jean Boucher at 444-3323 or Donna Bertram at 444-2540.

The attached sheet provides the definition and an example of the correct reporting of Full-Time, Part-Time, Hourly and Part-Time & Hourly employment.

Please Note: With the new TRS-Online: Wage and Contribution Reporting System, Section 4 of the TRS Employers' Manual will be revised to reflect the correct reporting requirements. Until the revisions are complete, please place this information in Section 4, Page 2 of the Employers' Manual. Your office will be notified when the revisions are complete and the replacement pages are available.

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